

1-4-4  
Rec-ctr-Reports  
(Monthly)  
24 JUN 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Archives and Records Center Statistical Report for  
May 1968

The following information is submitted to clarify the several points you raised on the May Statistical Report from the Archives and Records Center:

1. Records transferred from the A&RC are transferred as follows:

A. Records Transferred - This is the volume of inactive office records that are transferred permanently to the originating components at their request.

B. Intelligence Reports Transferred - This is the volume of Supplemental Distribution copies of Agency produced intelligence reports and maps that are furnished to the Agency, other U. S. agencies and Foreign Governments as requested.

C. Vital Records Transferred - This is the volume of Vital Records returned permanently to the originating components at their request.

D. Archives Transferred - This is the volume of Archival documents returned permanently to the originating components at their request.

2. The 198 cu. ft. from the Office of Logistics is normal for two months each year; the remaining 10 months average 23 cu. ft. per month. These retirements consist of requisition vouchers and receiving documents that are held at the A&RC for 4 years and then destroyed.

3. Revisions to NIS reports do not necessarily permit an equal amount of destruction. The revision may be larger or smaller than the previous report and some of the previous reports will have been transferred as explained in paragraph 1.b above. The 60 cu. ft. of revisions reported in May permitted the destruction of 36 cu. ft.

~~SECRET~~

4. The 10,225 reference items were references made to the A&RC Holdings, and are listed in Items 19-23 on the Statistical Report under Reference Services. These references consisted of:

- A. Item 19 - 5,285 inactive records furnished to requestors.
- B. Item 20 - 704 requests answered by providing information over the telephone or written reports of unsuccessful searches.
- C. Item 21 - 250 documents from the Archives furnished.
- D. Item 22 - 3,881 intelligence reports furnished to requestors.
- E. Item 23 - 105 documents from the Vital Records Holdings furnished.

5. [REDACTED] is preparing a report on the AREA Conference.

25X1A9a

6. We would like to defer comments on the net growth until the end of June, then we will make a complete analysis of the FY 1968 activities.

[REDACTED]

25X1A9a

Chief  
Records Administration Branch

Distribution

Orig. - Addressee  
1 - RAB ✓  
1 - A&RC ✓

DDS/SSS/RAB/A&RC: [REDACTED]:MLH(21 May 1968)

25X1A9a